

Applying for a NDCA Grant Instructions

To apply for an online grant, go to <https://northdakota.gosmart.org/>. Review the instructions on the home page prior to completing any online grant application. If you have previously entered your profile information, click on the blue "Login" button in the navigation bar.



Welcome to the North Dakota Council on the Arts' (NDCA) Online Grant Program (GO Smart)!

To apply to any of NDCA's grant programs, new users must create a profile. To create a profile, click "[New User, Register Here.](#)" Complete the profile form.

Returning users please can "[Login](#)" [here](#).

Your profile will allow you to apply to one or multiple grant programs each year. The username and password you entered will be the username and password you will use to access your NDCA grant applications each year. For help with starting, and completing an online application, please view the [online application detailed instructions pdf file here](#).

****Please note, all organizations must provide an FEIN/Tax ID number and a DUNS number. **Please list the Congressional District as 1 (one).**

Questions? E-mail amschmid@nd.gov or call 701-328-7590.

New to the site?

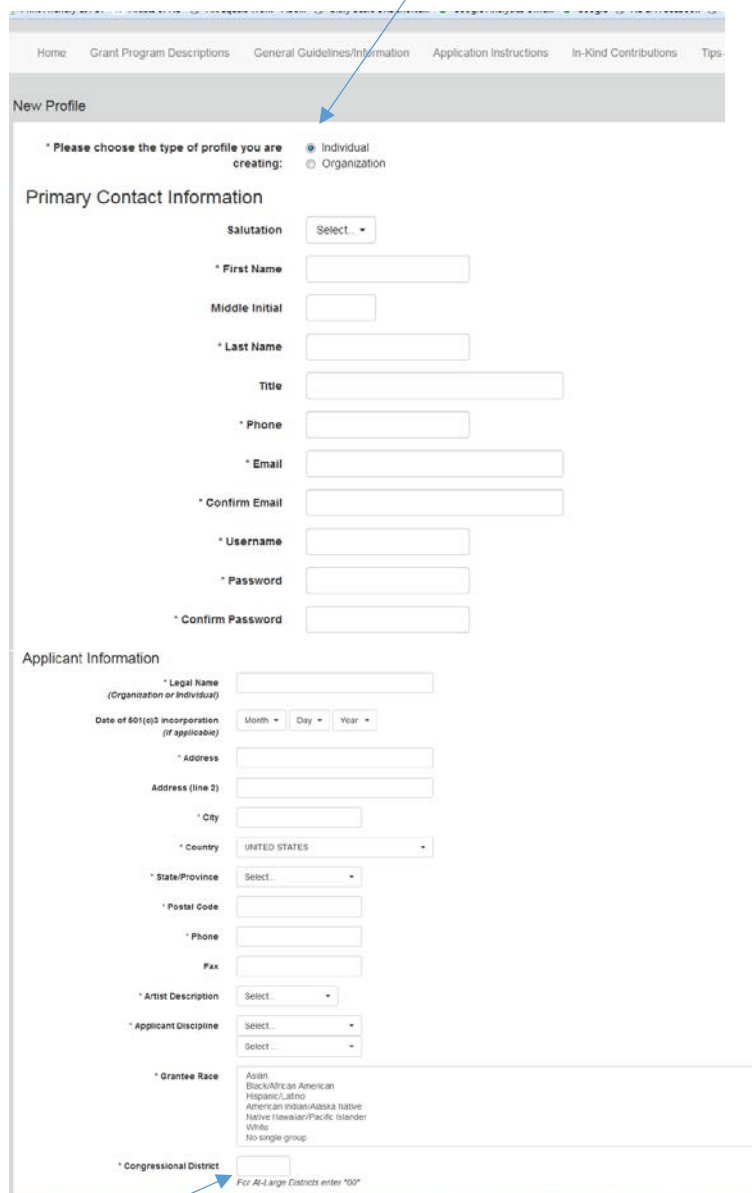
[Click Here to create a new profile.](#)

If you haven't applied online yet, you will need to enter your profile information, clicking on "New User, Register Here" or scroll to the bottom of the home page and click on "New to the site? [Click Here to create a new profile.](#)"

Click "Yes I agree" to create your new profile

The screenshot shows the NDCA online grant application page. At the top, there is a navigation bar with links: Home, Grant Program Descriptions, General Guidelines/Information, Application Instructions, In-Kind Contributions, Tips for Successful Grant-Writing, Glossary of Terms, Login, and Tech Tips. Below the navigation bar, the main heading is "CULTUREGRANTS ONLINE(sm) END USER TERMS AND CONDITIONS". The text below this heading reads: "By clicking 'Yes' to the 'I agree' option in the Terms of Use dialog box, the user agrees that the following terms and conditions (the 'Agreement') apply between user (defined below as the Applicant) and The Western States Arts Federation ('WESTAF'), a Colorado non-profit corporation, with respect to the Applicant's use of the Web Site and CGO Service, as defined below." The text continues with "1. Certain Definitions. For purposes of this Agreement, the following definitions shall apply:" and lists definitions for "Agreement", "Application", and "Applicant". At the bottom of the form, there are three buttons: "Yes, I Agree", "No, I do not agree", and "Print this Agreement".

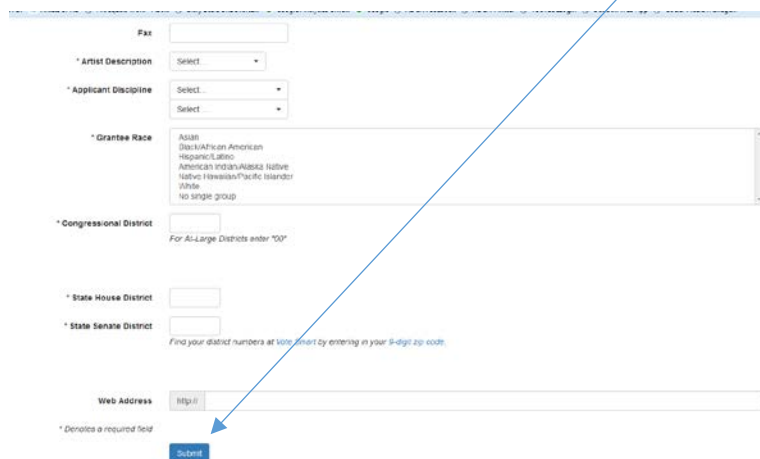
Select if you are an Individual or an Organization, then enter your profile information on this page.



The screenshot shows the 'New Profile' form. At the top, there is a navigation bar with links: Home, Grant Program Descriptions, General Guidelines/Information, Application Instructions, In-Kind Contributions, and Tips. Below the navigation bar is the 'New Profile' section. It starts with a heading '* Please choose the type of profile you are creating:' followed by two radio buttons: 'Individual' (selected) and 'Organization'. Below this is the 'Primary Contact Information' section, which includes fields for Salutation (a dropdown menu), First Name, Middle Initial, Last Name, Title, Phone, Email, Confirm Email, Username, Password, and Confirm Password. The next section is 'Applicant Information', which includes fields for Legal Name (Organization or Individual), Date of 501(c)(3) incorporation (if applicable) with Month, Day, and Year dropdowns, Address, Address (line 2), City, Country (a dropdown menu set to UNITED STATES), State/Province (a dropdown menu), Postal Code, Phone, Fax, Artist Description (a dropdown menu), Applicant Discipline (a dropdown menu), Grantee Race (a list box with options: Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White, No single group), Congressional District (a dropdown menu), and a note 'For At-Large Districts enter "00"'. A blue arrow points from the text above to the 'Individual' radio button.

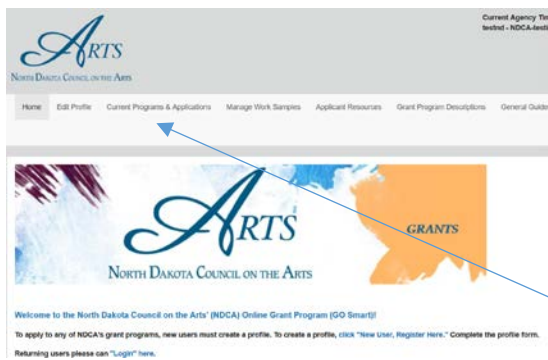
Congressional District is "1" for North Dakota residents.

Complete the remaining questions then select "Submit"



The screenshot shows the bottom part of the 'New Profile' form. It includes fields for Fax, Artist Description (a dropdown menu), Applicant Discipline (a dropdown menu), Grantee Race (a list box with options: Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White, No single group), Congressional District (a dropdown menu), State House District (a dropdown menu), State Senate District (a dropdown menu), and a note 'Find your district numbers at 1000. Start by entering in your 8-digit zip code.' Below these fields is the 'Web Address' field (a text input field) and a 'Submit' button. A blue arrow points from the text above to the 'Submit' button.

You will receive confirmation of your account profile set up.



To view NDCA's available grant programs, click on "Current Programs & Applications"

Scroll through the page to find the grant you are looking for, I am using "Community Arts Access" as an example grant, but these instructions apply to all grants. To start the application, click on "Start Application"

Community Arts Access Tier 1 & 2 FY18

Program Description:
CAA Tier 1 is designed to benefit nonprofit organizations presenting arts programs in small and rural communities (populations under 6,000) in North Dakota, and supports nonprofit of all sizes whose programs serve a special constituency or underserved audiences. **CAA Tier 2** is designed to benefit nonprofit organizations ineligible for other major grants through NDCA, offers financial support for arts events/programs, and supports organizations in communities of 6,000 or more.

Message about Program:
This grant round is for programs taking place between July 1, 2017 and June 30, 2018.

Available:	December 8th, 2016 12:00 AM	START Application
Draft Review Deadline:	March 15th, 2017 11:59 PM	Preview Application
Final Submission Deadline:	April 1st, 2017 11:59 PM	

Teacher Incentive April 2017 (FY18)

Program Description:
The Teacher Incentive Grant Program is a means of providing financial assistance to teachers who wish to explore new and creative ways of integrating the arts into other areas of the curriculum. Projects are teacher driven and may involve the visual arts, literary arts, performing arts (drama, music, dance,) architecture, design, folk arts, media arts or any combination of artistic disciplines integrated into other areas of the curriculum. \$600 max. request. No match required.

Message about Program:
Applications must be submitted electronically and are accepted between August 1 and April 1 of each school/academic year.

Available:	November 1st, 2016 11:59 PM	START Application
Final Submission Deadline:	April 1st, 2018 11:59 PM	Preview Application

After selecting the application, please complete each bulleted page.

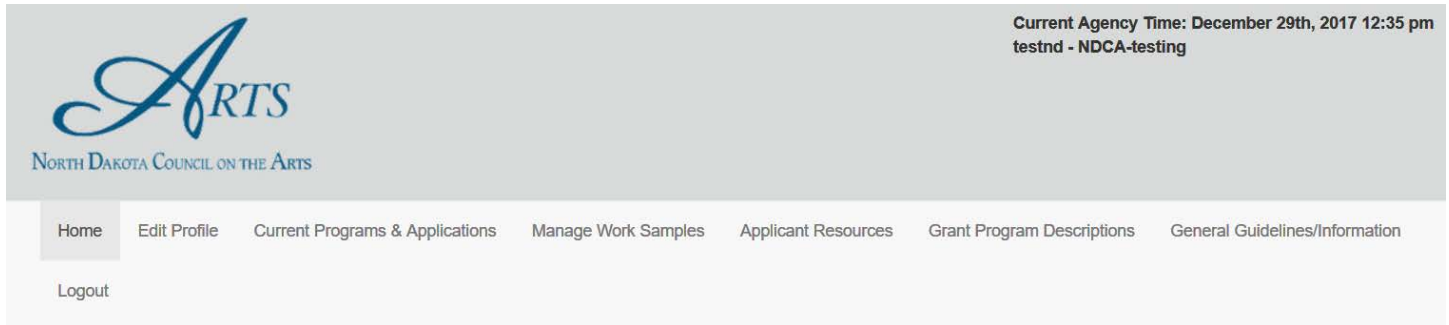
Community Arts Access Tier 1 & 2 FY18 #CAA180002

Application Pages

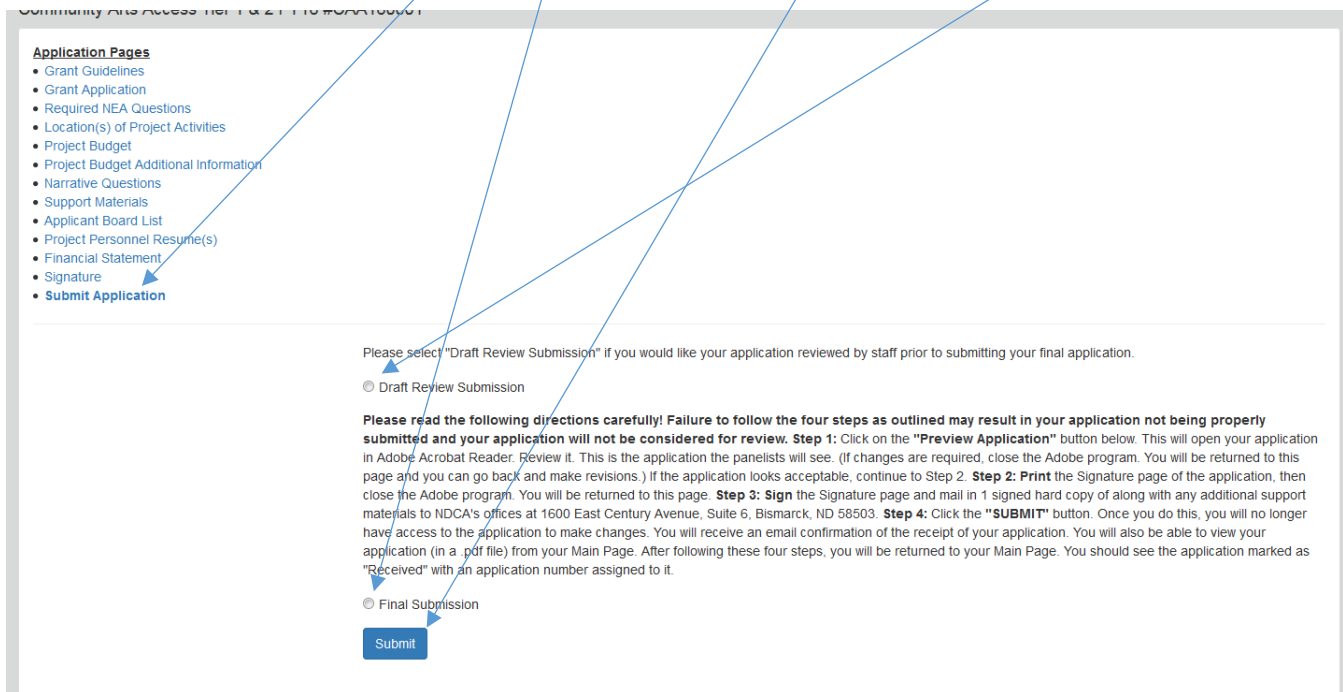
- Grant Guidelines
- Grant Application
- Required NEA Questions
- Location(s) of Project Activities
- Project Budget
- Project Budget Additional Information
- Narrative Questions
- Support Materials
- Applicant Award List
- Project Personnel Resumes(s)
- Future at Statement
- Signature
- Submit Application

[Grant Guidelines](#) Please read the following guidelines carefully to determine if you should apply for Tier 1 or Tier 2 (if you have previously applied for a Presenter

Additional information can be found within the Navigation buttons, such as editing your profile, managing your work samples, links to all grant program descriptions, applicant resources, NDCA's general guidelines, etc.



Once all pages are complete, select the "Submit Application" bullet link, you can either select "Draft Review" (if applicable to that application), or select "Final Submission" then "Submit". Additional final submission instructions are listed on this page.



For questions on NDCA's grants visit <http://www.nd.gov/arts/grants>; e-mail comserv@nd.gov; or call 701-328-7590.

Please read the following document (provided by the creators of GO Smart) for additional applications instructions, and instructions on managing your work samples.

If you are a new applicant to this granting system, please use the technical guides below to:

- Register
- Apply for grants
- Manage your work samples and attach them to applications
- Complete application processes
- Find additional help

Table of Contents

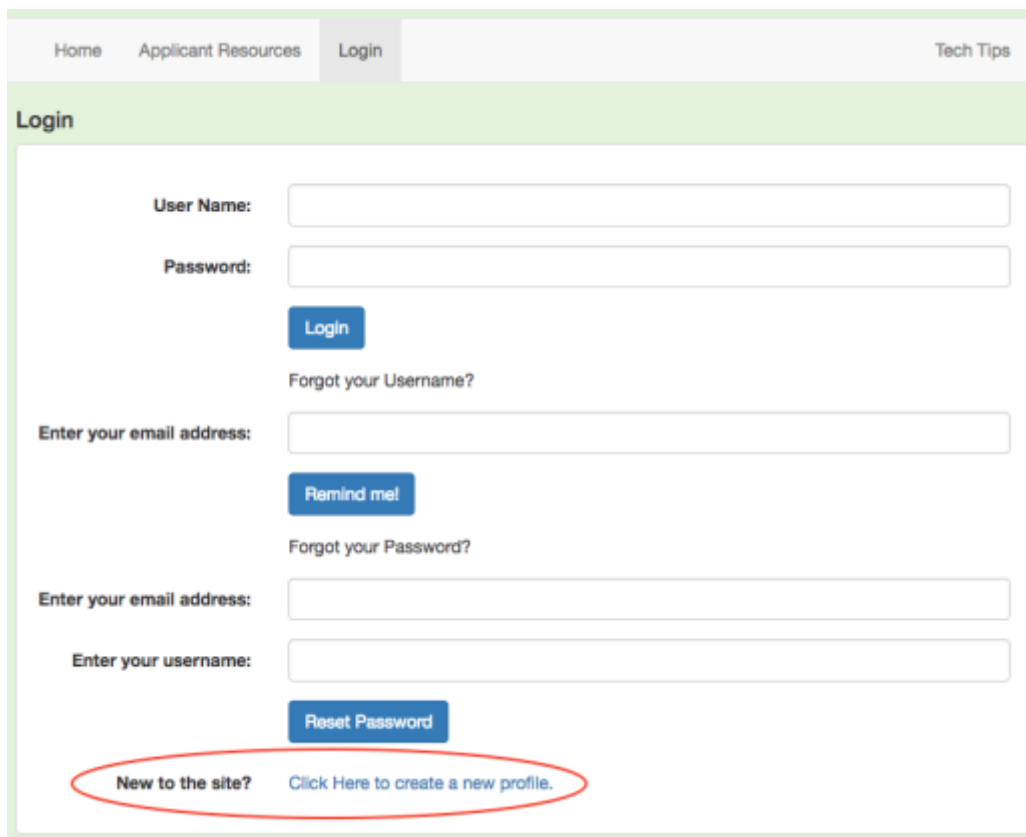
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*If you are viewing this document in a web browser, you may need to open or download it as a PDF for the Table of Contents and other links to work.

NEW APPLICANT

REGISTER

In order to utilize our online granting system, you will need to register. You will be able to access our home page when you first navigate to our site; however, if you leave the home page, you will be prompted to register or login. You will be able to view custom navigation pages, such as Applicant Resources shown below, but you will not be able to edit your profile, access applications, or manage your work sample portfolio until you log in.



Home Applicant Resources Login Tech Tips

Login

User Name:

Password:

Login

Forgot your Username?

Enter your email address:

Remind me!

Forgot your Password?

Enter your email address:

Enter your username:

Reset Password

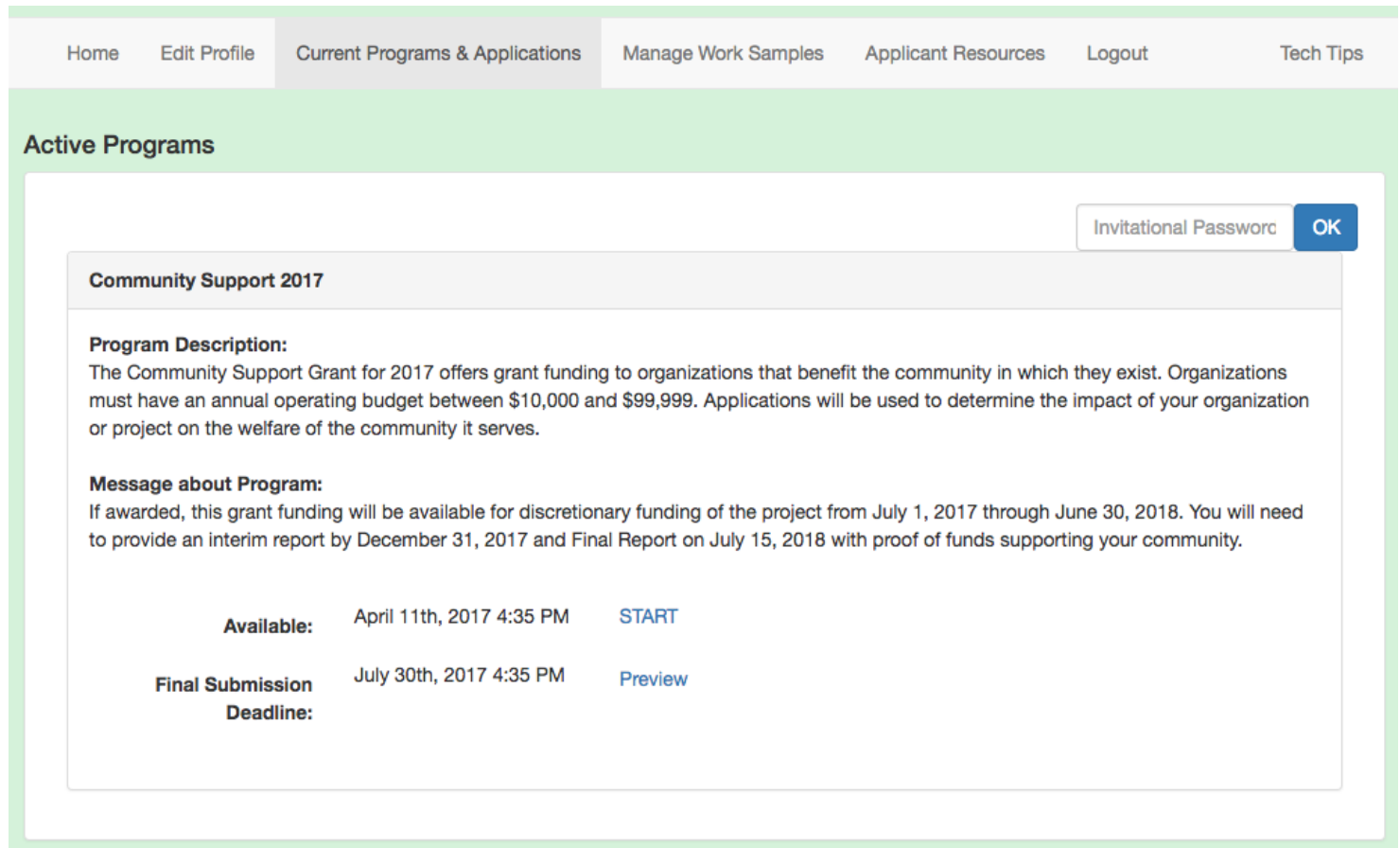
New to the site? [Click Here to create a new profile.](#)

1. Navigate to our new GO Smart portal at the URL that was provided to you.
2. Locate and click the link at the bottom of the Home or Login page that says "**New to the site?** *Click Here to create a new profile.*"
3. Agree to the terms, answer the questions on the registration page, and **Save** to create your profile.
4. If you want multiple people to work on a single application, they will all need to **login with the same username and password**.
5. You can always update any information of your profile *except your user type and username*. Once logged in, click **Edit Profile** in your navigation bar to access and edit your registration information.
6. Use the **retrieval tools** on the Login page if you forget your username or password.



BEGIN AN APPLICATION

When you are ready to work on an application, you will use your **Current Programs & Applications** tab to find the appropriate application(s).



Home Edit Profile **Current Programs & Applications** Manage Work Samples Applicant Resources Logout Tech Tips

Active Programs

Invitational Password **OK**

Community Support 2017

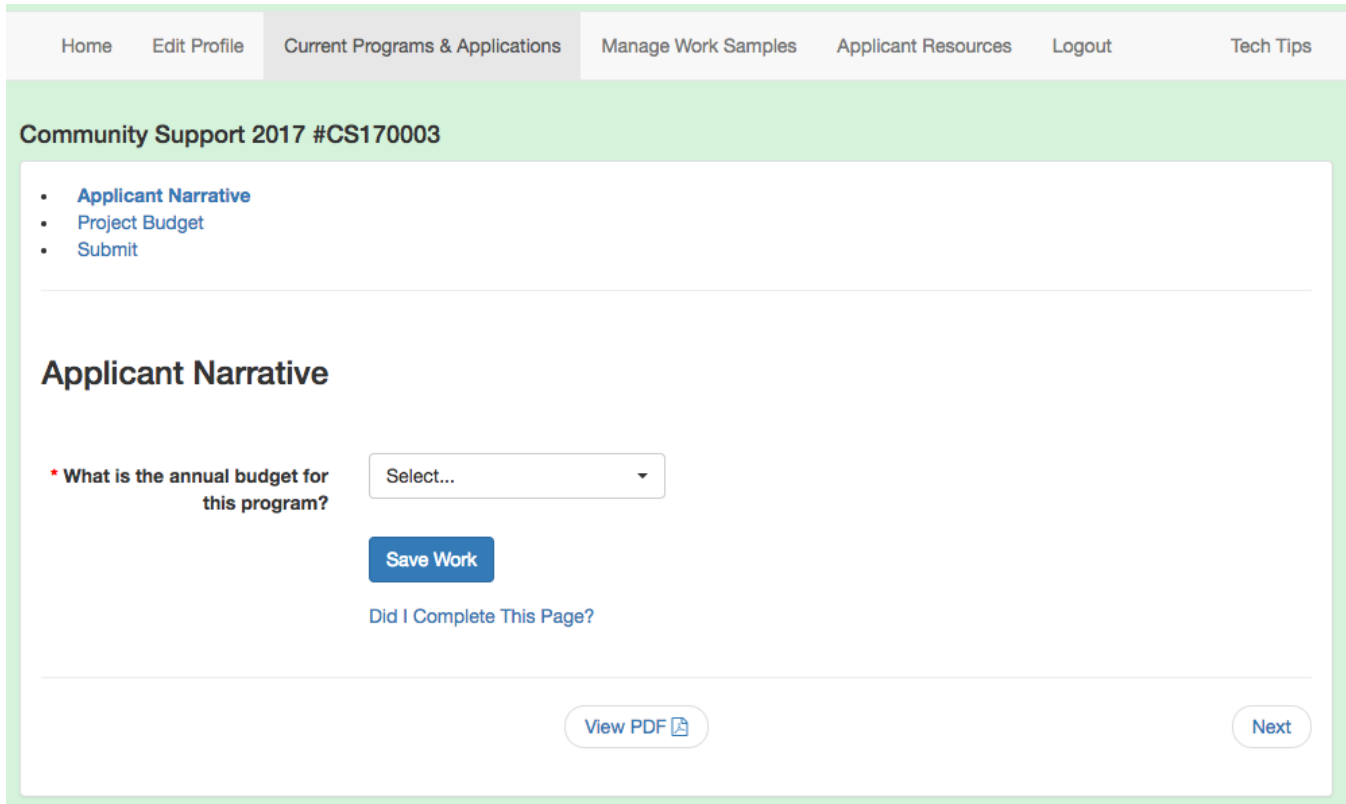
Program Description:
The Community Support Grant for 2017 offers grant funding to organizations that benefit the community in which they exist. Organizations must have an annual operating budget between \$10,000 and \$99,999. Applications will be used to determine the impact of your organization or project on the welfare of the community it serves.

Message about Program:
If awarded, this grant funding will be available for discretionary funding of the project from July 1, 2017 through June 30, 2018. You will need to provide an interim report by December 31, 2017 and Final Report on July 15, 2018 with proof of funds supporting your community.

Available:	April 11th, 2017 4:35 PM	START
Final Submission Deadline:	July 30th, 2017 4:35 PM	Preview

1. Navigate to the **Current Programs & Applications** tab to begin working on your application(s).
2. Scroll through your list of available applications, noting the **name** of the grant program in the gray bar along the top of each box (such as Community Support 2017 in the example above).
3. Learn more about the program by reading the included **description** and/or **message**.
4. If the application is currently available to you, click the **START** link to begin working on the application, or in some cases to begin the Intent to Apply or Eligibility form. If it is not yet available, you can click on the Preview link to view a read-only version.

WORK ON AN EXISTING APPLICATION



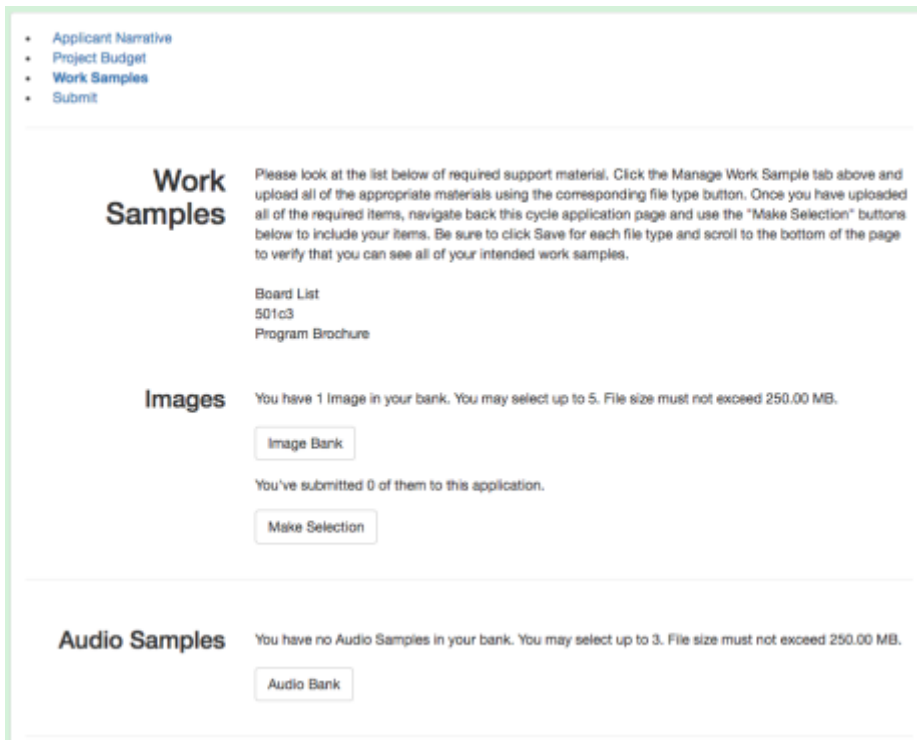
The screenshot shows a web application interface with a top navigation bar containing links: Home, Edit Profile, Current Programs & Applications (active), Manage Work Samples, Applicant Resources, Logout, and Tech Tips. Below the navigation bar is a green header for 'Community Support 2017 #CS170003'. A table of contents on the left lists 'Applicant Narrative', 'Project Budget', and 'Submit'. The main content area is titled 'Applicant Narrative' and contains a form with a red asterisk and the question 'What is the annual budget for this program?'. To the right of the question is a dropdown menu with 'Select...' and a downward arrow. Below the question is a blue 'Save Work' button and a link 'Did I Complete This Page?'. At the bottom of the form are two buttons: 'View PDF' with a document icon and a 'Next' button.

1. Navigate to your grant program from the Current Programs & Applications tab. Select **START** or **EDIT** for the application item you want to work on. You can work on Intents to Apply, Applications, Interim Reports, and/or Final Reports. *Alternatively, we may create corresponding items such as Reimbursement Requests or Invoices that will be listed as separate programs on the Current Programs & Applications tab. We will provide you with the name of these items if you should be looking for them.*
2. Navigate through the item by using the **Table of Contents** OR by using the **Previous** and **Next** buttons at the bottom of the page. *Your application will look different than the short example above.*
3. Click **Save Work** at the bottom of **EVERY** page before clicking Previous, Next, or the title of a different page in the Table of Contents.
4. Where available, click the "**Did I complete This Page?**" link at the bottom of any page to check if any required item was not answered.
5. Use the **View PDF** button at the bottom of any page to view your application exactly as admin and panelists will view your application.
6. **Submit** your application item on the final page of the table of contents. Once you submit the item it becomes Read-only and can only be edited upon request to us.



WORK SAMPLES PAGE

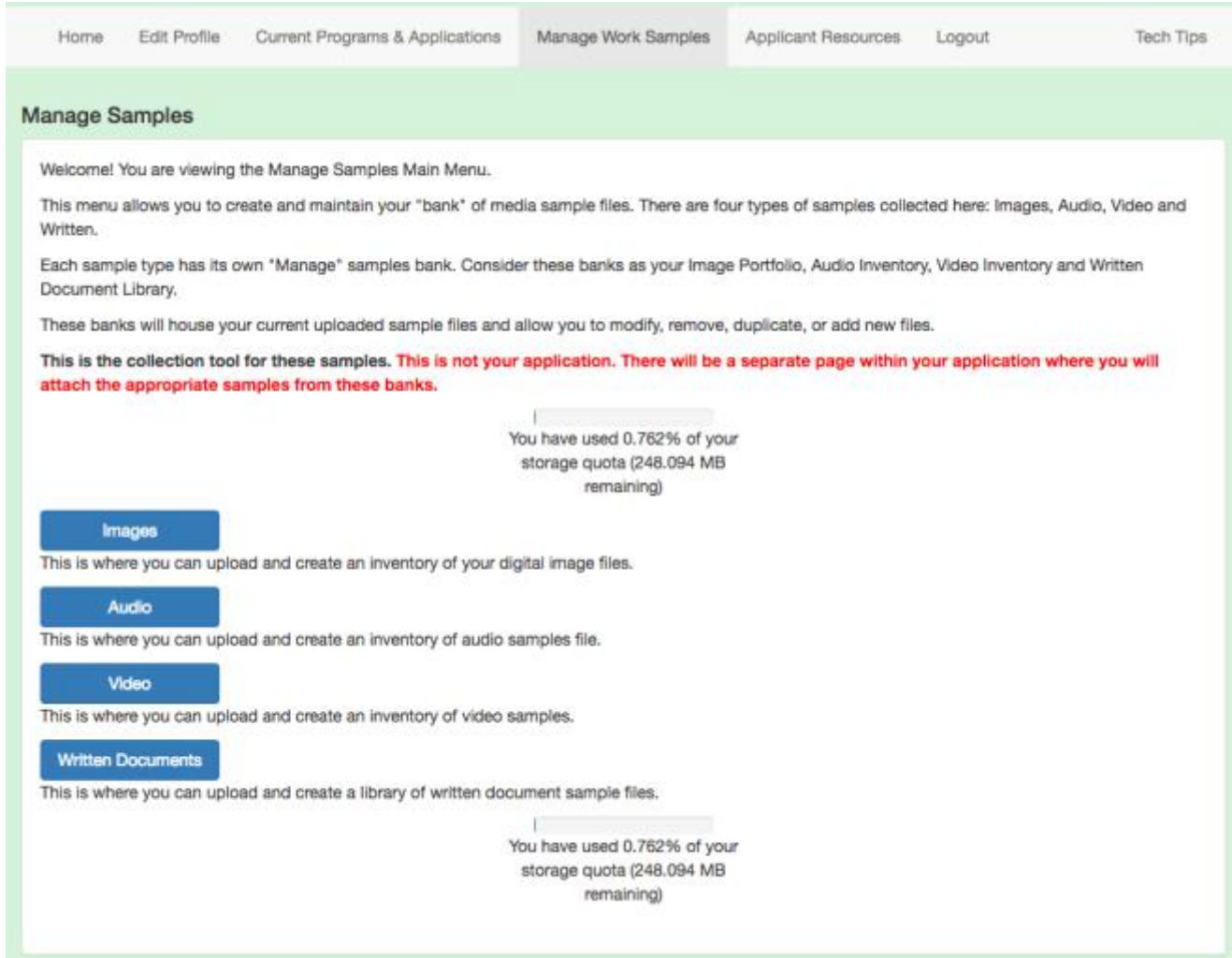
One of the pages within your application may give you the opportunity to use an **Image Bank** and/or **Make Selection** button, as shown in the example below. If you see these buttons you are on a **Work Samples** page. In order to utilize this page, you will need to use your Manage Work Samples tab to upload items that you will then attach to this page. Within the application, this page may be called Work Samples or something else such as Support Materials, Media Attachments, etc.



1. If you have not yet uploaded items to your Work Sample bank, you can click Image Bank button and follow the steps of the [MANAGE WORK SAMPLES](#) guide.
2. When you are ready to attach files from your Work Samples bank to the appropriate application, navigate to **Current Programs & Applications**.
3. START or EDIT the Program and find the **Work Samples page** (remember this might have a different name).
4. Click the **Make Selection** button for the corresponding file types.
5. **Check the box** next to the desired item(s).
6. Click **Save** then **Close Window** and ensure that the item(s) appear at the bottom of the Work Samples page.



MANAGE WORK SAMPLES



The screenshot shows the 'Manage Work Samples' interface. At the top is a navigation bar with links: Home, Edit Profile, Current Programs & Applications, **Manage Work Samples**, Applicant Resources, Logout, and Tech Tips. Below the navigation bar is a green header with the title 'Manage Samples'. The main content area has a welcome message and instructions. It states that the menu allows users to create and maintain a 'bank' of media sample files (Images, Audio, Video, and Written). It explains that each sample type has its own 'Manage' samples bank, which will house current uploaded sample files and allow modification, removal, duplication, or addition of new files. A red warning message states: 'This is the collection tool for these samples. This is not your application. There will be a separate page within your application where you will attach the appropriate samples from these banks.' Below this, a storage quota indicator shows 'You have used 0.762% of your storage quota (248.094 MB remaining)'. There are four blue buttons: 'Images', 'Audio', 'Video', and 'Written Documents'. Each button has a corresponding description: 'This is where you can upload and create an inventory of your digital image files.', 'This is where you can upload and create an inventory of audio samples file.', 'This is where you can upload and create an inventory of video samples.', and 'This is where you can upload and create a library of written document sample files.' Another storage quota indicator is shown at the bottom: 'You have used 0.762% of your storage quota (248.094 MB remaining)'.

1. After learning which materials you should attach to your application, navigate to your **Manage Work Samples** tab. If you are on a Work Samples Page, you can click the "Image Bank" button.
2. If you don't know your work sample requirements, navigate to your cycle application Work Samples page or review other guidelines as provided by us, the granting agency.
3. Click the buttons (shown in the example above) of the **file type** you would like to upload to your Work Samples Portfolio.
4. Review our **guidelines and direction** in these sections.
5. **Upload the files** you would like to include in any of your applications
6. Follow the steps of the "[WORK SAMPLES PAGE](#)" guide to attach items to your application.

TROUBLESHOOT WORK SAMPLES TAB

When using the Work Sample tab, you may run into some questions with regards to the tool. After you have uploaded items to any of the file-type banks, you will see a handful of options and messages.

Image Bank

Image Bank:


Please upload your necessary image support material files to this bank by using the tool below.

To get to your application click [Current Programs & Applications](#).

You currently have 8 of 10 possible images

You have used 83.155% of your storage quota
(84.225 MB remaining)


[Click to Add Images](#)



title: FIELD GRASS
file size: 1.906 MB

Permission granted for marketing use.

[detail view](#) [modify](#) [remove](#) [duplicate](#)



title: FLOWER OF DATABASES
file size: 0.817 MB
dimensions: 36" x 36" x 2"
completed: 2015
description: See the use of flower?

Permission granted for marketing use.

[detail view](#) [duplicate](#)

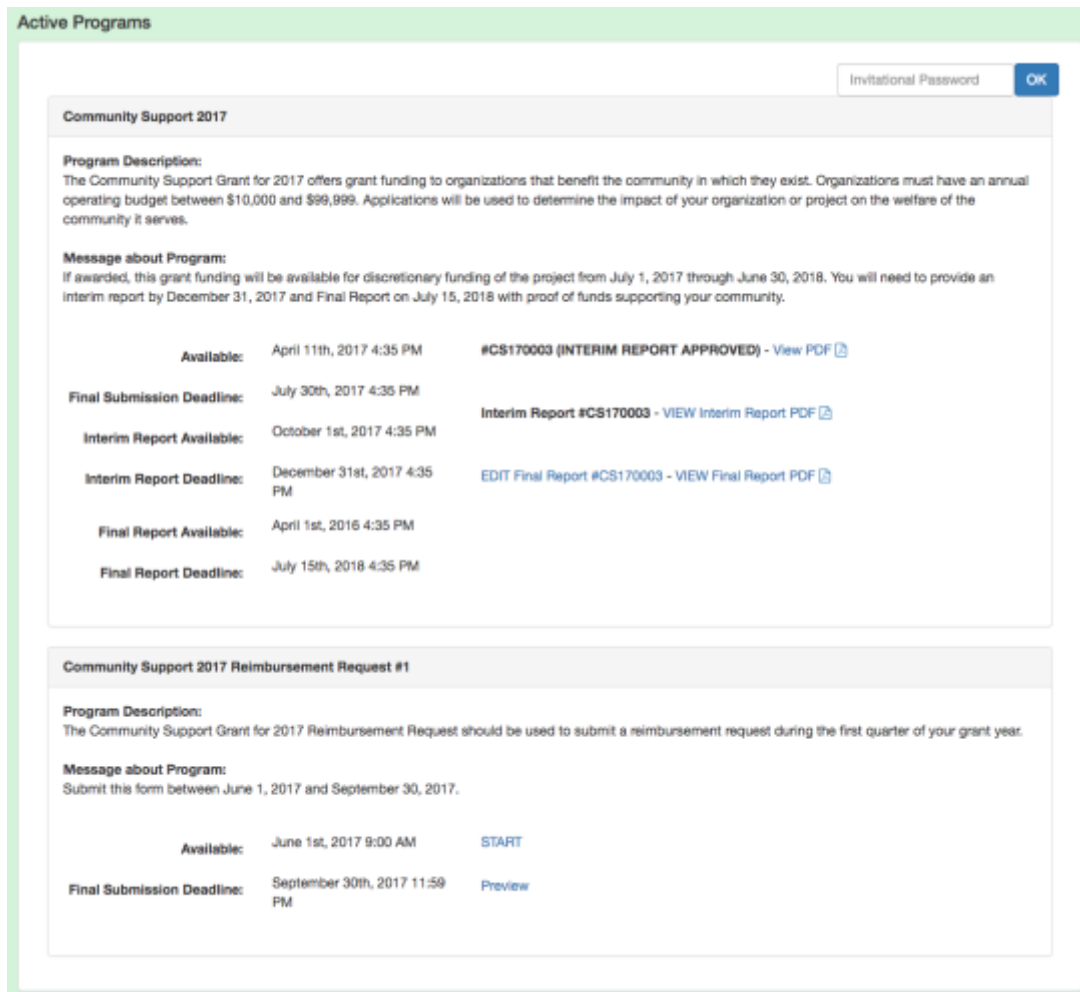
Note: This sample is committed.

1. Use the **Detail View** button to review information you included when you uploaded the item
2. Click **Modify** to edit and save any changes to an existing file
3. Click **Remove** to delete an existing file from your Work Sample Bank. This will **free up space** to upload additional items.
4. If **Modify and Remove are not available** and you see that the sample is **committed** (as in the right example), this indicates that the item is currently attached to an application that is In Progress. If you need to modify or remove the item, you will need to either **submit** the In Progress application or **detach** the item from the In Progress application.
5. Alternatively, you can **duplicate** the committed item, **update** the details, **change** the name, **save** and **attach the modified duplicate** to the appropriate application(s) on a Work Samples page.



NEXT STEPS

If you are instructed to submit additional reports or forms after submitting your application, follow the steps below to find the appropriate items.



Active Programs

Invitational Password

Community Support 2017

Program Description:
The Community Support Grant for 2017 offers grant funding to organizations that benefit the community in which they exist. Organizations must have an annual operating budget between \$10,000 and \$99,999. Applications will be used to determine the impact of your organization or project on the welfare of the community it serves.

Message about Program:
If awarded, this grant funding will be available for discretionary funding of the project from July 1, 2017 through June 30, 2018. You will need to provide an interim report by December 31, 2017 and Final Report on July 15, 2018 with proof of funds supporting your community.

Available:	April 11th, 2017 4:35 PM	#CS170003 (INTERIM REPORT APPROVED) - View PDF
Final Submission Deadline:	July 30th, 2017 4:35 PM	Interim Report #CS170003 - VIEW Interim Report PDF
Interim Report Available:	October 1st, 2017 4:35 PM	
Interim Report Deadline:	December 31st, 2017 4:35 PM	EDIT Final Report #CS170003 - VIEW Final Report PDF
Final Report Available:	April 1st, 2016 4:35 PM	
Final Report Deadline:	July 15th, 2018 4:35 PM	

Community Support 2017 Reimbursement Request #1

Program Description:
The Community Support Grant for 2017 Reimbursement Request should be used to submit a reimbursement request during the first quarter of your grant year.

Message about Program:
Submit this form between June 1, 2017 and September 30, 2017.

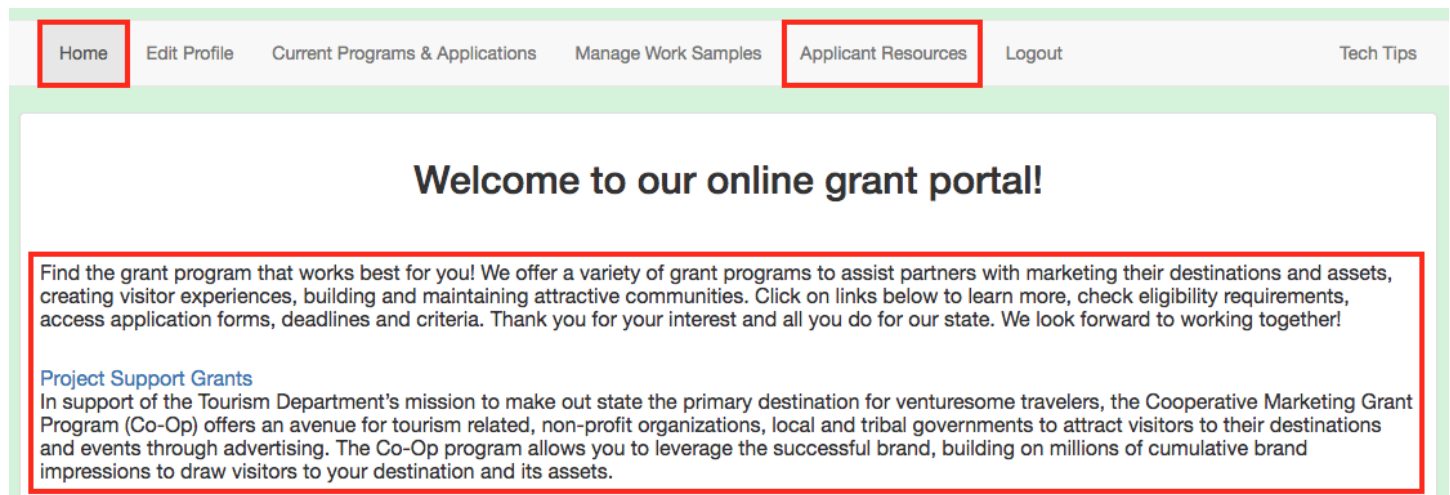
Available:	June 1st, 2017 9:00 AM	START
Final Submission Deadline:	September 30th, 2017 11:59 PM	Preview

1. **Watch for communications** from us regarding a possible award, necessary follow-up reports and other items.
2. If you are awarded or invited to work on follow up items such as interim or final reports, **return to your Current Programs & Applications tab**, locate the cycle and click **START** or **EDIT** on the available cycle item, such as the Final Report in the top example above.
3. Alternatively, we may create an **associated program**, such as Community Support 2017 Reimbursement Request #1 in the bottom of example above. Locate this associated program (we will instruct you as to the associated name) and click **START** or **EDIT** to work on and submit the appropriate item.



HELP AND GUIDANCE

We have customized our Home page (generic example shown below) to include information you may need when filling out our application(s). We may have also created custom navigation pages, such as Applicant Resources. These pages may include additional guidance regarding the way you should use our site.



Home Edit Profile Current Programs & Applications Manage Work Samples Applicant Resources Logout Tech Tips

Welcome to our online grant portal!

Find the grant program that works best for you! We offer a variety of grant programs to assist partners with marketing their destinations and assets, creating visitor experiences, building and maintaining attractive communities. Click on links below to learn more, check eligibility requirements, access application forms, deadlines and criteria. Thank you for your interest and all you do for our state. We look forward to working together!

Project Support Grants

In support of the Tourism Department's mission to make out state the primary destination for venturesome travelers, the Cooperative Marketing Grant Program (Co-Op) offers an avenue for tourism related, non-profit organizations, local and tribal governments to attract visitors to their destinations and events through advertising. The Co-Op program allows you to leverage the successful brand, building on millions of cumulative brand impressions to draw visitors to your destination and its assets.

1. Follow any **guideline or rules** as set forth in these areas, shown in the example above.
2. If there is no additional help language or navigation pages, navigate to the Current Programs & Applications tab to **begin working on your application(s)**.

For additional information and assistance while using the GO Smart site,
please contact your granting agency.